

**AUGUST 2008 PROPOSED CHANGES TO THE FINAL WORK ORDER TYPES AND SUBTYPES as approved by FMSP on August 19, 2008**

**Work Order Types**

Work Order Type		Sub-WO Type				Definition	DOI Reporting/Business Requirements
Field Name	Description	Field Name		Description			
FM	Facilities Maintenance					Maintenance to repair unscheduled and scheduled deficiencies during the time period in which they occur. This includes preventive maintenance for buildings, structures, and installed related equipment as recommended by the manufacturer.	To support Asset Management Plans, including life cycle analyses, and documenting annual maintenance needs and accomplishments, including scheduling preventive maintenance.
		FMCN	CM	Corrective Maintenance	Corrective Maintenance	Unscheduled maintenance repairs to correct deficiencies during the year in which they occur.	
		FMEG	EG	Engineering Services	Engineering Services	Engineering services for component renewals.	
		FMPM	PM	Preventive Maintenance	Preventive Maintenance	Scheduled servicing, repairs, inspections, adjustments, and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of facilities and equipment. These activities are conducted with a frequency of 1 year or less.	
		FMRM	RM	Recurring Maintenance	Recurring Maintenance	Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 1 year, but less than 10 years.	
		FMCR	CR	Component Renewal	Component Renewal	Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 10 years.	
		FMEM	EM	Emergency Maintenance	Emergency Maint	Unscheduled maintenance repair, to include call outs, to correct an emergency need to prevent injury, loss of property, or return asset to service. These repairs are initiated within a very short time period from which the need is identified, usually within hours.	
		FMDE	DE	Demolition	Demolition	Dismantling and removal, or surplus of a deteriorated or otherwise unneeded asset or item of equipment, including necessary clean-up work, during the year in which the need occurred.	
		FMSW	SW	Special Work	Special Work	Includes preliminary investigations and work accomplished for other Federal and non-Federal entities.	
		FMCT	CT	Commitment Tracking	Commitment Tracking	Used to track and monitor required corrective findings and recommendations.	
		FMCNRM	CRD	Facility Maintenance Component Renewal Deferred Maintenance	Component Renewal DM	Planned Component Renewal that was not completed or underway within the fiscal year that it was scheduled. All existing CR work orders meeting this definition must be converted to CRDM. Note: Generally the annual work plan effort provides a period for analysis and revision. This work type allows for long-term business practices to be documented and reported.	
		FMCO	CO	Facility Maintenance Code Compliance	CodeCompliance	Unscheduled maintenance repairs to correct non-emergency related deficiencies dealing with ADA, environmental, OSHA, Life Safety, issues.	
		FMDM	DM	Facility Maintenance Deferred Maintenance	Deferred Maintenance	Actions that are required to correct existing deficiencies that are a result of unaccomplished past maintenance or lack of timely repairs and replacements that are not included in other scheduled work on equipment or assets. Continued deferment of maintenance may result in increased deficiencies and/or damage to the asset. Note: Generally, this is deferred maintenance that is not included in CRDM and RMDM.	
		FMLMAC	MAC	Facility Maintenance Legislatively Mandated - Accessibility	Leg Mandated Accessibility	Faults or defects in an existing system/asset/equipment that must be corrected in response to accessibility legislation. Note: For new installations and/or alterations that are the results of legislative requirements use the CI-LM sub-work type.	

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		FMLMCO	MCO	Facility Maintenance Legislatively Mandated - Code Compliance - Other	Leg Mandated Code Compliance	A deficiency that must be corrected in response or code requirements. Note: For new installations and/or alterations that are the results of legislative requirements use the CI-LM sub-work type.	
		FMLMFS	MFS	Facility Maintenance Legislatively Mandated - Fire/Structure	Leg Mandated Fire/Structure	Faults or defects in an existing system/asset/equipment that must be corrected in response to structural fire regulatory or code requirements. Note: For new installations and/or alterations that are the results of legislative requirements use the CI-LM sub-work type.	
		FMLMLS	MLS	Facility Maintenance Legislatively Mandated - Life/Safety Code	Led Madated Life/Safety Code	Faults or defects in an existing system/asset/equipment that must be corrected in response to life and safety regulatory or code requirements. Note: For new installations and/or alterations that are the results of legislative requirements use the CI-LM sub-work type.	

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ME	Mobile Equipment Maintenance			Pertains only to fleet, heavy equipment, and construction equipment, not rotating assets.		Maintenance to repair unscheduled and scheduled deficiencies associated with mobile equipment during the time period in which they occur. This includes preventive maintenance as recommended by the manufacturer and replacement of equipment assets.	To support management of mobile equipment assets.
		MECM	MCM	Corrective Maintenance	Corrective Maintenance	Unscheduled maintenance repairs to correct deficiencies.	
		MEPM	MPM	Preventive Maintenance	Preventive Maintenance	Scheduled servicing, repairs, inspections, adjustments, and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of the equipment. This includes recurring maintenance in accordance with manufacturer's recommendations.	
		MEEM	MEM	Emergency Maintenance	Emergency Maintenance	Unscheduled maintenance repair, to include call outs, to correct an emergency need to prevent injury, loss of property, or return asset to service. These repairs are initiated within a very short time period from which the need is identified, usually within hours.	
		MERP	MRP	Replacement	Replacement	Substitution or exchange of one existing mobile asset for another having the capacity to perform the same function.	
		MESW	MSW	Special Work	Special Work	Includes preliminary investigations, dealer preparation time for new vehicles/heavy equipment, preparation for disposal/sale, including dismantling, and other maintenance work accomplished for other Federal and non-Federal entities.	
		MECT	MCT	Commitment Tracking	Commitment Tracking	Used to track and monitor required corrective findings and recommendations.	
		MERF	MRF	Refurbishment	Refurbishment	Rebuilding or reconditioning of vehicle/equipment components that usually extends the useful life.	
		MECAL	MCA	Calibration/Testing	Calibration/Testing	Required calibration and/or testing of equipment.	

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DM	Deferred Maintenance					Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period (Adapted from FASAB No. 6). This includes facility deficiencies where there is non-compliance to codes (e.g. life safety, ADA, OSHA, environmental, etc.) and other regulatory or Executive Order compliance requirements.	To support documenting deferred maintenance needs, plans, and accomplishments for facility assets, and to standardize how deferred maintenance backlog is determined.
		DMCM	MCM	Corrective Maintenance	Corrective Maintenance	Work to restore a damaged, broken, or worn-out asset, asset component, or item of equipment to normal operating condition.	
		DMRM	MRM	Recurring Maintenance	Recurring Maintenance	Planned preventive maintenance activity that recurs on a periodic and scheduled cycle of greater than 1 year, but less than 10 years that was not completed as scheduled.	
		DMCR	MCR	Component Renewal	Component Renewal	Planned preventive maintenance activity that recurs on a periodic and scheduled cycle greater than 10 years that was not completed as scheduled.	
		DMDE	MDE	Demolition	Demolition	Dismantling and removal, or surplus of a deteriorated or otherwise unneeded asset or item of equipment, including necessary clean-up work.	
		DMRH	MRH	Rehabilitation	Rehabilitation	Renovation of an existing asset or any of its components in order to restore and/or extend the life of the asset. Because there is no expansion or change of function the work primarily addresses deferred maintenance.	
		DMRP	MRP	Replacement	Replacement	Substitution or exchange of one existing asset, asset component, or item of fixed, in-place equipment for another having the capacity to perform the same function.	
		DMFP	MFP	5-Year Plan Project	5-Year Plan Project	Deferred maintenance work identified in a 5 year plan submission to the Department.	Identifies a typical "project" eligible for deferred maintenance appropriations. This work order will provide project support information such as a detailed project description, project data sheet information, and rollup costs from individual child work orders. This work order will not have cost information. This work order will be excluded from deferred maintenance backlog determination.

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		DMEG	MEG	Engineering Services	Engineering Services	Engineering and/or contracted A&E services that support planning, design, and construction management of 5-Year Deferred Maintenance Plan Project.	Identifies costs related to engineering services separately from project costs. Clarification is needed from the PDCMC's Metrics Work Group as to whether these costs should be included in deferred maintenance backlog determination.
		DMCT	DCT	Commitment Tracking	Commitment Tracking	Used to track and monitor required corrective findings and recommendations.	
CI	Capital Improvement					<b>The construction, installation, or assembly of a new asset, or the alteration, expansion, or extension of an existing asset to accommodate a change of function or unmet programmatic needs, or to incorporate new technology. This may include major renovation of an existing asset in order to restore and/or extend the life of the asset without a change of function.</b>	<b>To support documenting capital improvement needs, plans, and accomplishments, and to standardize how capital improvement backlog is determined.</b>
		CINC	INC	New Construction	New Construction	The erection, installation, or assembly of a new asset.	
		CIAT	IAT	ALT - Alteration	ALT - Alteration	Work to change the function of an existing asset or any of its components. The capacity or size of the asset is not expanded. Deferred maintenance of the original asset may be reduced or eliminated by an alteration.	
		CIEP	IEP	EXP - Expansion	EXP - Expansion	Increasing the capacity or size of a asset to serve needs different from, or significantly greater than, those originally intended.	
		CIFP	IFP	5-Year Plan Project	5-Year Plan Project	Capital improvement work identified in a 5 year plan submission to the Department.	Identifies a typical "project" eligible for construction appropriations. This work order will provide project support information such as a detailed project description, project data sheet information, and rollup costs from individual child work orders. This work order will not have cost information. This work order will be excluded from capital improvement backlog determination.
		CIEG	IEG	Engineering Services	Engineering Services	Engineering and/or contracted A&E services that support planning, design, and construction management of 5-Year Capital Improvement Plan Project.	Identifies costs related to engineering services separately from project costs. Clarification is needed from the PDCMC's Metrics Work Group as to whether these costs should be included in capital improvement backlog determination.
		CIEN	IEN	Capital Improvement Energy Policy	CAP Improvement Energy Policy	The installation or replacement of equipment and/or alterations to a facility that result in employing integrated design, optimizing energy performance, protecting and conserving water, enhancing indoor environmental quality, and reducing environmental impacts of materials (defined in EO-13423 and the Federal Leadership in High Performance and Sustainable Buildings). Examples include installing building level utility meters, Energy Star upgrades, installing high efficiency HVAC systems, water saving technologies, photovoltaics and wind technologies.	
		CILM	ILM	Capital Improvement Legislatively Mandated	CAP Improvement Leg Mand	Construction of a new facility; alteration or expansion of an existing facility or equipment; to meet compliance with Federal, state and local codes, standards, and laws. Examples include providing universal accessibility, compliance with Federal, state, and/or local building codes, and upgrading electric systems to meet new codes.	

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IN	Inspections					Periodic inspection by qualified personnel to fully determine and document the condition of an asset or item of equipment and identify maintenance needs.	To standardize asset inspection programs and document inspection needs, plans, and accomplishments. Deficiencies resulting from inspections result in Deferred Maintenance (DM) work orders.
		INAC	NAC	Annual Condition Assessment	Annual Condition Assessment	Annual inspection by qualified personnel to determine and document the condition of an asset or item of equipment and identify maintenance needs.	
		INCA	NCA	Comprehensive Condition Assessment	CompCondAssessment	Periodic inspection, conducted at least once every five years, by qualified personnel to fully determine and document the condition of an asset or item of equipment and identify maintenance needs.	
		INEQ	NEQ	Equipment Inspection	Equipment Inspection	Required inspections on mobile assets to include state, local, federal, or local government/management required inspections, e.g., emissions, safety.	
		INDS	NDS	Dam Safety Inspections	Dam Safety Inspections	Periodic inspections or assessments, in accordance with Department Manual, Part 753 (Dam Safety and Security Program), by qualified personnel to fully determine and document the condition of the dam and related geologic features. This includes high, significant and low hazard dams. This includes Formal, Intermediate and Special Safety Evaluation of Existing Dams (SEED), and other inspections of the dam (day, weekly, monthly and annual).	
		INBS	NBS	Bridge Safety Inspections	Bridge Safety Inspections	Regularly scheduled inspections consisting of observations and/or measurements needed to determine the physical and functional condition of the bridge, to identify any changes from initial or previously recorded conditions, and to ensure that the structure continues to satisfy present service requirements.	
		INSS	NSS	Seismic Safety Inspections	Seismic Safety Inspections	A periodic inspection by qualified personnel involving a comprehensive study to determine how a building or structure will respond during a major seismic event. The seismic inspection process evaluates the structural integrity of a building or structure based on a defined level of seismicity and level of performance. Seismic inspections include Rapid Visual Screening, Nonstructural Hazards Quantification, seismic rehabilitation and seismic evaluations.	
		INEC	NEC	Environmental Compliance Surveys	EnvirComplianceSurveys	Inspections conducted in accordance with 40 CFR Protection of Environment to determine enforcement and compliance activities for air, water, pesticides, toxics, and radiation.	
		INSF	NSF	Safety Inspections	Safety Inspections	A periodic inspection by qualified personnel of any asset, installation, facility, construction site, other area, workplace, or environment where work is performed by employees of the agency to assure safe and healthy working conditions exist. These inspections may be conducted to inspect and investigate according to 29 CFR 1960, Subpart D, Inspection and Abatement. Inspectors shall investigate such places of employment and all pertinent conditions, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any agency employee, any agency supervisory employee, and/or any official in charge of an establishment to assure safe and healthy practices are conducted.	

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		INAD	NAD	Accessibility Inspections	Accessibility Inspections	A standardized physical inspection of a asset, facility, site or program components to evaluate its accessibility, as determined by performing measurement tasks against standard accessibility codes such as Uniform Federal Accessibility Standards (UFAS) and Americans with Disability Act Accessibility Guidelines (ADAAG).	
		INCT	NCT	Commitment Tracking	Commitment Tracking	Used to track and monitor required corrective findings and recommendations.	
		INFLSA	FSA	Inspections Fire and Life Safety Annual	Fire/Life Safety Annual		
		INFPCA	FCA	Inspections Fire Protection Condition Assessment	Fire Protection CA		
		INOTH	OTH	Inspections Other Types of Inspections	Other Types Inspections		
		INCAL	CAL	Inspections Calibration and Testing	Calibration/Testing IN		
FO	Facilities Operation					<b>Work activities performed on a recurring basis throughout the year which intend to meet routine, daily operational needs. Typical work includes janitorial and custodial services, snow removal, solid waste removal, operation or purchase of utilities (water, sewer, and electricity), grounds keeping, etc.</b>	<b>To support determining asset-specific operation costs and documenting work activity needs, plans, and accomplishments that are generally operations in nature.</b>
		FOAM	OAM	Operational Maintenance	Operational Maintenance	Activities related to the normal performance of the functions for which a asset or item of equipment is intended to be used.	
		FOCU	OCU	Custodial Maintenance	Custodial Maintenance	Activities associated with general day-to-day care and cleaning operations necessary to operate a asset, facility, or program to include housekeeping duties such as restroom cleaning and sanitization, floor waxing, vacuuming and window cleaning; rodent and pest control; and lawn mowing.	
		FOTR	OTR	Trash Removal	Trash Removal	Activities associated with the Solid waste disposal of hazardous and non-hazardous waste and debris such as boxes, scrap wood, garbage, solvents, paints and other unusable items. Also includes recycling products e.g. copy paper, cans, bottles, etc.	
		FOSN	OSN	Snow/Sand/Debris removal	Snow/Sand/Debris removal	When snow, ice and/or freezing rain develops, or any unsafe conditions which may have been caused by thawing and re-freezing, snow removal requirements shall be implemented. Snow removal shall include treatment for removing snow from sidewalks, walkways, driveways, parking lots and roadways requiring the use of special mechanized equipment and/or trucks, chemicals designed to melt snow or ice, and sand.	
		FOWO	OWO	Water Order	Water Order	A request to deliver water to a water user.	
		FOEC	OEC	Environmental Clean Up	Environmental Clean Up	Activities related to the cleanup efforts of a large scale, complex environmental contamination usually associated with issues as hazardous waste, petroleum products, etc.	
		FOCT	OCT	Commitment Tracking	Commitment Tracking	Used to track and monitor required corrective findings and recommendations.	
		FORP	ORP	Trouble Report	Trouble Report	Used by operations staff to identify a need for maintenance personnel to address an equipment problem.	
		FODS	ODS	Facility Operations Dam Safety	Operations Dam Safety	Used for Emergency Action Plans Exercises and installation of Early Warning Systems.	
		FOGM	OGM	Grounds Maintenance	Grounds Maintenance	USGS ... Activities associated with general grounds keeping, landscaping, mowing, and similar activities used to maintain lawns, road edges, fields, and landscaped areas around any facility.	

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Field Name	Description	Field Name		Description			
		FOPC	OPC	Facility Operations Pest Control	Pest Control		
		FOOM	OOM	Office Move	Office Move	Activities associated directly with office moves and setting up systems furniture.	
		FORW	ORW	Reimbursable Work	Reimbursable Work	Activities associated directly with performing work for program support but not funded by facilities.	
		FOSS	OSS	Science Support	Science Support	Activities associated directly with Science Program support such as working on lab equipment, assisting with science experiments, etc.	
		FOTC	OTC	Telecommunication	Telecommunication	Activities associated directly with telecommunication support.	
AD	Administrative					Activities associated with general administrative support functions, travel, training, meetings, leave, supervision, budget formulation, etc.	To support documenting administrative needs, plans, and accomplishments that generally support maintenance activities, but are not asset or field station specific.
		ADCR	DCR	Change Request	Change Request	FMMS Configuration Management change request work order used to change FMMS functionality.	
		ADTR	DTR	Trouble Report	Trouble Report	FMMS Configuration Management trouble report work order used to report FMMS trouble.	
		ADDR	DDR		Debris Removal	Debris removal activity that cannot be associated with a specific asset. Has to be assigned to a location.	